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ADM-12.1

ADM-10.1

4 FEB 1964

DD/S&T 0400-64

MEMORANDUM FOR THE RECORD

SUBJECT : Discussions with Mr. Paul A. Borel, ADD/I (Management), on Matters Pertaining to Various Aspects of Publishing OSI Reports

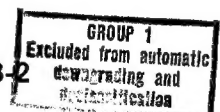
- REFERENCES:
- A. Action Memo No. 342, 20 December 1963, Subject: "Printing"
 - B. Memo from ADD/I (Management) to DD/I AD's, D/NPIC, and AD/SI, 7 January 1964, Subject: "Printing Services"
 - C. Memo from ADD/I (Management) to DD/S&T, 7 January 1964, Subject: "Printing Services"
 - D. Memo from ADD/I (Management) to DD/I AD's and AD/SI, 9 January 1964, Subject: "Publications"

1. The above string of references emanate from two activities currently being conducted by the Office of the DD/I. These activities are:

a. The Executive Director has charged the DD/I with implementing the recommendations that were made by the Agency ad hoc printing committee, such recommendations leading toward a diminution of printing and graphic support workload levied on Printing Services Division/OL by intelligence producers.

b. A mandate by the DD/I to develop standard nomenclature titles, and identifying cover sheets for various types of Agency intelligence publications.

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2. In both cases above, there was a demonstration^{ble} endeavor by the DD/I to treat both the DD/S&T and its component Offices as line units responsible to the DD/I. The purpose of a long discussion with Mr. Borel by the undersigned on 17 January was to correct this erroneous approach and to develop an acceptable manner of approach on coping with problems of a mutual nature.

3. Without reciting all the background contained in the references, attached herewith, and without reporting in minute detail the contents of the Borel/[] conversations, 25X1A the results of the conversations can be summarized as follows:

a. DD/I, for the purposes of its own Offices, will develop a format by which to give priority guidance to Printing Services Division/OL for the order in which they should give priority attention to various reports, publications and a similar priority declaration for the degree of qualitative graphics support to commit to each intelligence publication. When the DD/I (Mr. Borel) has developed such a priority schedule and received the concurrence of all his own Offices, we will be notified. Dr. Chamberlain and [] at that 25X1A time will review with Mr. Borel this priority schedule and will ascertain whether or not it is sufficiently suitable and flexible to meet DD/S&T needs. If that determination is made, we will then agree to utilize the same priority declarations in forwarding material to Printing Services Division; but the declaration of priority will be made by the AD/SI without consultation with or concurrence from the DD/I.


b. At such time as the DD/I itself adopts an agreed position for its Offices as to standard nomenclatures for intelligence issuances, such format will be made available to us. Again, 25X1A Dr. Chamberlain [] will review the standard nomenclature with Mr. Borel and arrive at a determination as to whether the agreed upon titles meet our needs. To the degree that they do, we will adopt such standard nomenclature. If, because of the uniqueness of the contents of OSI reports, we

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determine that additional titles for standard reports are necessary, DD/S&T will utilize the use of same and will not be inhibited by the desires of the DD/I. DD/S&T reserves unto itself the right to utilize identifiable cover sheets for its own intelligence issuances. OSI currently has work under way to develop a standard cover sheet for its intelligence issuances, such cover sheet probably to be used for all its issuances, the specific type of issuance, i.e., report, memorandum, digest, etc., being imprinted upon the standard cover sheet.

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Executive Officer
Deputy Director
(Science and Technology)

Attachments:
As stated

P. S. Following the conversations with Mr. Borel, I informally advised the Executive Director of the agreements in paragraph 3.a above. This was done because, in a sense, we were countermanding the instructions he had given the DD/I on the recommendations of the Agency ad hoc printing committee. The Executive Director interposed no objections to the manner of approach to the problem recited in this paper.

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